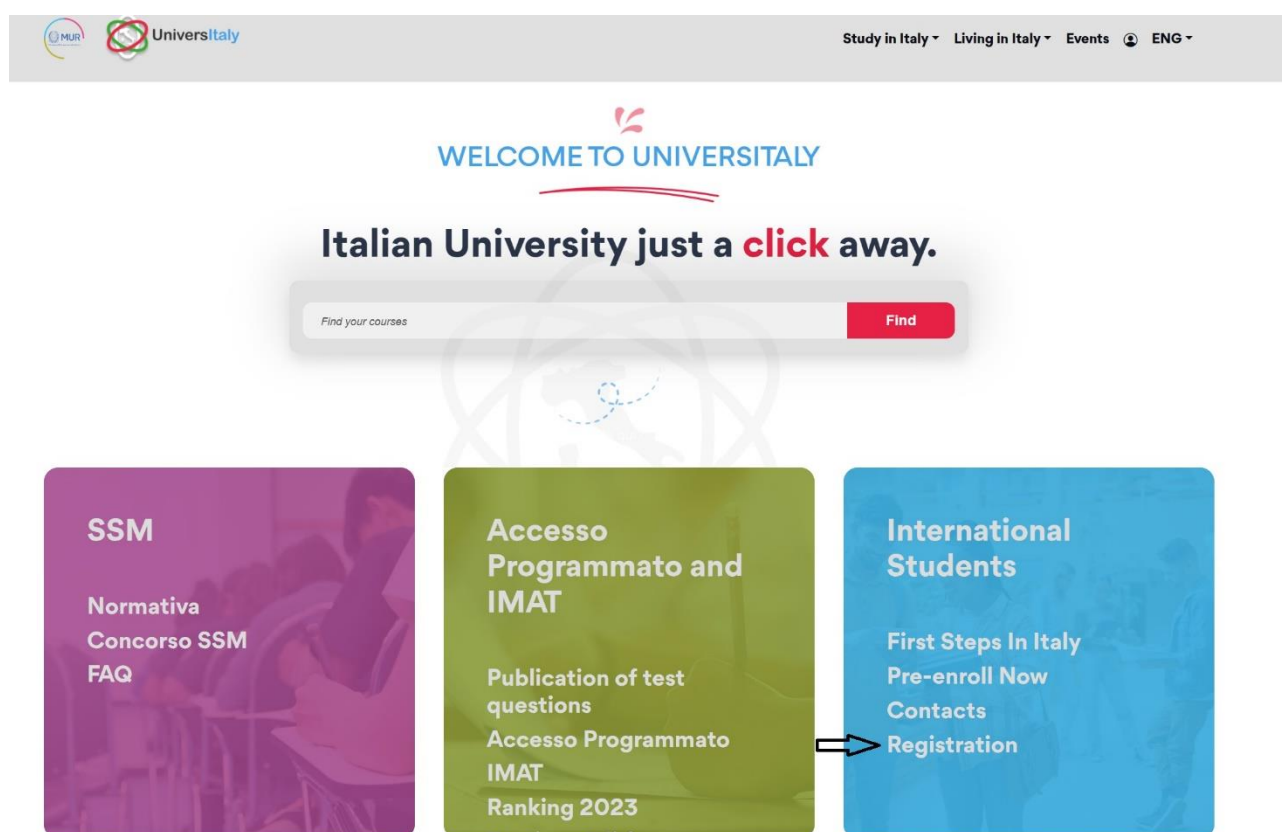


# HOW TO PRE-ENROL ON UNIVERSITY

first of all you must go on **University** website ([universitaly.it](https://www.universitaly.it)). Make sure you register on the portal before you start your pre-enrollment application.

To do that you must click on “Registration” in the blue panel you’ll find on the right side of the page.



After you finished the registration process, you will be able to start your enrolment process.

To do that you must go on your reserved area. Click on “Pre-enrolment application” as you see in the picture below.

Then, you'll be redirected to a new page. Here you must click on "new pre-enrolment application" as you may see in the next slide.

## DOMANDA DI PRESCRIZIONE

### LISTA DOMANDE

[Nuova domanda di preiscrizione](#)

Hai bisogno di aiuto?  
Supporto per la compilazione della domanda: [Contatta la tua Istituzione](#)

[Supporto tecnico](#)

[FAQ \[aggiornate al 23/03/2022\]](#)

**i Ecco alcune informazioni utili.**

Per iniziare la domanda di preiscrizione clicca su "Nuova domanda di preiscrizione". Puoi interrompere e riprendere la compilazione. Per accedere alla domanda iniziata o per visualizzarla dopo l'invio, clicca su "Vai alla domanda".

Puoi presentare una sola domanda di preiscrizione presso una Istituzione e un corso.

Per selezionare il corso è prima necessario selezionare correttamente il tipo corso. Per informazioni sulla corretta selezione contatta l'Istituzione presso cui desideri presentare la domanda. Il menu del tipo corso è solo in Italiano.

Per modificare la domanda dopo l'invio contatta direttamente l'Istituzione che potrà verificare le modifiche ed eventualmente riaprire la domanda.

Per qualunque informazione su corsi, documenti e procedure successive contatta l'Istituzione presso cui desideri fare domanda.

L'aggiornamento dei dati anagrafici deve essere richiesto al [Supporto tecnico](#) specificando i dati da correggere e allegando copia del passaporto.

In collaborazione con





Again, you'll be redirected to another webpage.

Finally, you'll start your application.

As you may see, the first thing you must select is the Academic Year. You'll find just one option.

Select the Academic Year 2024/205 and go on with your application.



## PRE-ENROLMENT APPLICATION

### STEP A

Choose the academic year in which you want to enrol / carry out the mobility

2024/2025

Academic year

2024/2025

Personal data ⓘ

Name (including your middle names) Surname


Birth Date Gender

Country of birth Town/City of birth

Current Citizenship 1 Current Citizenship 2

Current Citizenship 3

Current Citizenship 3



After checking on your personal data and information, you'll be asked to insert an Italian tax code. This is an option that you may not want to follow if an Italian tax code is not at your disposal.

Official home address

Street Number

Country Town/City


ZIP Code Additional address information

Contacts

Telephone E-mail

Italian tax code: ONLY if you have one (optional)

GO TO STEP B



Now "Go to STEP B".

You'll be now redirected to another page.

It is important to check the information you wrote during your registration.

Once you are sure everything is correct, upload your passport size picture and your valid passport.

Then follow the next steps.

## PRE-ENROLMENT APPLICATION STEP B

A screenshot of the 'Passport' section of the application form. It contains two columns of input fields. The left column has 'Passport number' and 'Expiry date' fields, both with blacked-out content. Below these are two file upload buttons: 'Upload a passport size picture of your face' and 'Upload your valid passport', both with 'Scegli il file' and 'Nessun file scelto' options. An upward arrow points to the first upload button. The right column has 'Expiry date' and 'Upload your valid passport' fields, both with blacked-out content. Below these are two file upload buttons: 'Upload your valid passport' and 'Upload your valid passport', both with 'Scegli il file' and 'Nessun file scelto' options. An upward arrow points to the second upload button. Below the 'Passport' section is the 'Visa Application' section, which includes a 'Country' dropdown menu with a blacked-out selection, a 'Where will you apply for a visa?' dropdown menu with a blacked-out selection and a leftward arrow pointing to it, and a 'Specify the reason for the visa application' dropdown menu with 'Reason' selected.

After selecting your country of provenience, you'll have to choose between different options to determine why and where you are applying for a visa.

Select your local Embassy.

Then, specify you are applying to enrol in a study course here in Palermo, as in the slide that follows.

A screenshot of the 'Reason' dropdown menu in the Visa Application section. The dropdown is open, showing a list of reasons. The first option is 'Marco Polo / Turandot'. The second option, 'I want to enrol in a study course', is highlighted in blue and has a rightward arrow pointing to it. The third option is 'I want to spend a period of mobility for study / traineeship (e.g. Erasmus)'. The fourth option is 'Erasmus+ or other exchange programmes for studies/traineeship'. The dropdown is titled 'Reason' and has a blue information icon.

Now you must enter the information about the course of your choice.

Here you'll find an example of what you must choose if you want to enrol in a Bachelor's Degree Course.

Please note that our Bachelor's Degree Courses are only in Italian.

An exception is made for our Nursing Course, which is fully in English.

The screenshot shows a form titled "Course information" with the following fields and options:

- Institution:** A dropdown menu with "Università" selected and circled.
- Institution Name:** A dropdown menu with "Università degli Studi di PALERMO" selected and circled.
- Course Type:** A dropdown menu with "Laurea" selected and circled. An information icon (i) and a link "For more information about Course" are present. Below it, a link "Type of the university system click here" is visible.
- Language:** Radio buttons for "Every Languages" (selected and circled), "English Language", and "Other Languages".
- Course Name:** A blacked-out field with a white arrow pointing to it from the text "choose a course of your choice".

Below the "Course information" section are three other sections:

- Course Curriculum:** A radio button for "None" is selected.
- Course location:** A radio button for "PALERMO" is selected.
- University:** The text "Università degli Studi di PALERMO, www.unipa.it/" is displayed above a blacked-out field.

At the bottom of the form, the following information is displayed:

- Course type:** Laurea
- Language:** Italiano

As follows, here it is what you must do in case you'd like to enrol for one of our Master's Degree Courses.

The screenshot shows a form titled "Course information" with the following fields and options:

- Institution:** A dropdown menu with "Università" selected and circled.
- Institution Name:** A dropdown menu with "Università degli Studi di PALERMO" selected and circled.
- Course Type:** A dropdown menu with "Laurea Magistrale a ciclo unico" selected and circled. An information icon (i) and a link "For more information about Course" are present. Below it, a link "Type of the university system click here" is visible.
- Language:** Radio buttons for "Every Languages" (selected and circled), "English Language", and "Other Languages".
- Course Name:** A blacked-out field with a white arrow pointing to it from the text "choose a course of your choice".

Below the "Course information" section are three other sections:

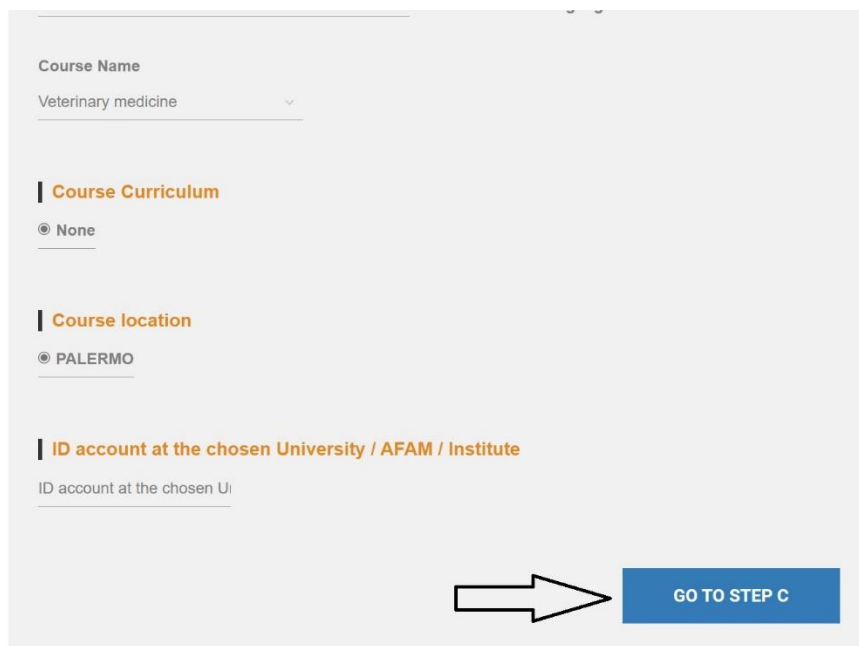
- Course Curriculum:** A radio button for "None" is selected.
- Course location:** A radio button for "PALERMO" is selected.
- University:** The text "Università degli Studi di PALERMO, www.unipa.it/" is displayed above a blacked-out field.

In this particular case, you'll find lots of courses in English.

You can find more information on our website (<https://www.unipa.it/mobilita/en/new-students/international-master-degrees/>).

Please note that if you want to enrol for one of our other courses in Italian, you must have & upload your language certification.

After finishing all these steps, you're ready to "Go to STEP C".




Course Name  
Veterinary medicine

**Course Curriculum**  
 None

**Course location**  
 PALERMO

**ID account at the chosen University / AFAM / Institute**  
ID account at the chosen U

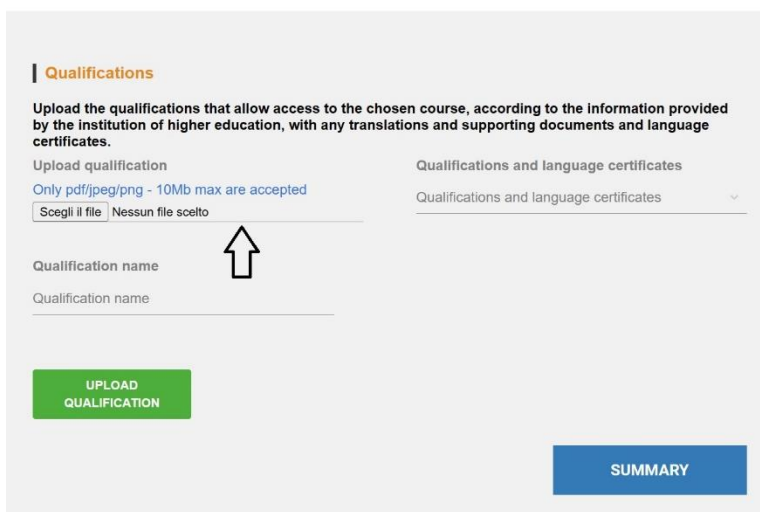
 **GO TO STEP C**

During this step you must upload all the qualifications required.

## PRE-ENROLMENT APPLICATION STEP C



Do you need help?  
Institution: Università degli Studi di PALERMO  
Institution website:  
<https://www.unipa.it/mobilita/en/new-students/new-students---enrolment/>  
Institution email: [internationalstudents@unipa.it](mailto:internationalstudents@unipa.it)  
Institution telephone: +3909123800000




**Qualifications**

Upload the qualifications that allow access to the chosen course, according to the information provided by the institution of higher education, with any translations and supporting documents and language certificates.

Upload qualification  
Only pdf/jpeg/png - 10Mb max are accepted

Nessun file scelto

Qualifications and language certificates  
Qualifications and language certificates

Qualification name 

Qualification name

**UPLOAD QUALIFICATION**

**SUMMARY**

Once you are sure you uploaded everything, go to "SUMMARY".



## PRE-ENROLMENT APPLICATION STEP C



Do you need help?  
Institution: Università degli Studi di PALERMO  
Institution website:  
<https://www.unipa.it/mobilita/en/new-students/new-students--enrolment/>  
Institution email: [internationalstudents@unipa.it](mailto:internationalstudents@unipa.it)  
Institution telephone: +3909123800000

**Qualifications**

Upload the qualifications that allow access to the chosen course, according to the information provided by the institution of higher education, with any translations and supporting documents and language certificates.

Upload qualification Qualifications and language certificates

Only pdf/jpeg/png - 10Mb max are accepted Qualifications and language certificates

Qualification name Qualifications and language certificates

Qualification name Qualifications and language certificates

Here you'll be redirected to a new page. You must fully read what follows.

Then you can apply for your application and wait for a response.

The undersigned declares  
he/she is aware that:

- the data and documents reported in this "pre-enrolment application" correspond to the truth and is aware of the criminal liability deriving from having produced a false, untruthful declaration or containing data no longer corresponding to the truth, as well as being aware that the data reported in this declaration are subject to veracity checks;
- the pre-enrolment procedure must be completed at the competent diplomatic-consular mission and is not complete with the sending of this "pre-enrolment application" only;
- enrolment in higher education institutions in Italy is governed by specific procedures issued by the Italian Ministry for Universities and Research, published annually on the website [www.studiare-in-italia.it/studentistranieri](http://www.studiare-in-italia.it/studentistranieri);
- to enrol in study courses, it is necessary to follow the instructions provided by the higher education institution responsible for the chosen course and complete the related procedures, which do not necessarily end with the completion of the pre-enrolment phase;
- the pre-enrolment procedure and this "pre-enrolment application" do not in any way replace the admission and enrolment procedures for the chosen course, which will be completed in the phase following the issue of the visa for study purposes, after verifying the authenticity of the documentation produced, and also does not imply any claim or automatic acceptance for the purpose of issuing the relevant visa for study purposes;
- issuing the visa is the exclusive responsibility of the competent diplomatic-consular missions, after verifying that they meet the requirements mandated by current legislation;
- in the "pre-enrolment application", the persons authorised to process the data are empowered to rectify any errors in the transcription/transliteration of personal data, verifying the latter with the data shown in the passport provided;

he/she undertakes to:

- provide proof of the pre-determined necessary financial resources and the necessary insurance coverage for medical treatment and hospitalisation in accordance with the provisions of Italian law or to commit to enter into a contract for such insurance coverage upon entry into Italy;
- forward the application for a STUDENT residence permit to the competent police headquarters within 8 working days of entry into Italy, complete with the required documentation;
- return to the country of residence upon expiry of the visa if not admitted to or not enrolled in the chosen course.

I have read the data processing

By pushing this button your pre-enrolment application will be sent to the University / AFAM / Institute you have chosen. The University / AFAM / Institute will verify your application and forward it, along with information on your admission, to the chosen Consulate.

Check your email regularly and follow the instructions you will receive.